



UNIVERSITY OF
CAMBRIDGE

Academic Career Pathways 2024 (Research & Teaching)

Applicant User Guide: Online System
2024-2025

August 2024

Contents

<u>Before you start</u>	3
<u>Logging into the ACP system</u>	3
<u>System navigation</u>	4
<u>Selecting from multiple positions</u>	4
<u>Application details</u>	5
<u>Saving your application</u>	6
<u>Uploading documents to your application</u>	7
<u>Sections you do not want to complete</u>	8
<u>Submitting your application</u>	9

Before you start

This document provides guidance specific to the use of ACP system, and should be read in conjunction with the ACP R&T Guidance (www.acp.hr.admin.cam.ac.uk/). The ACP R&T guidance provides specific information about what evidence is required in each section of the application.

Please note that the sections that you are asked to complete will be tailored to the selections you make in the first screen. For example, the office you are applying for will automatically determine the appropriate number of references for that office.

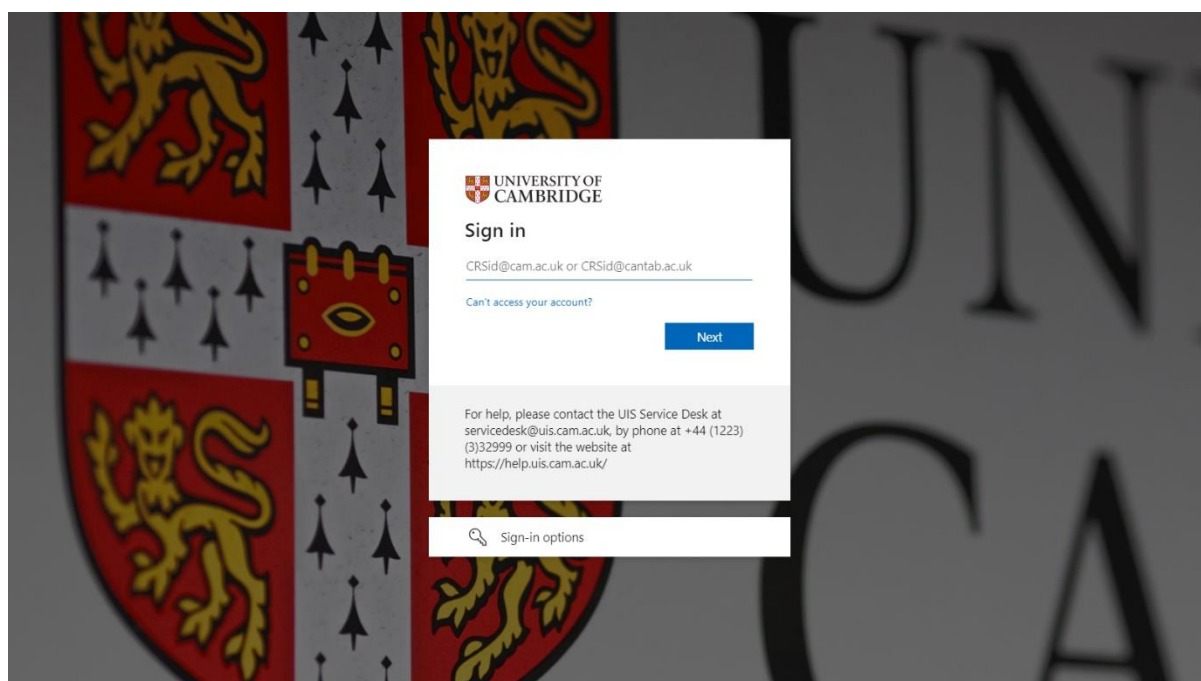
Logging into the ACP system

The ACP system is accessed via a web application, which is available at the following address:

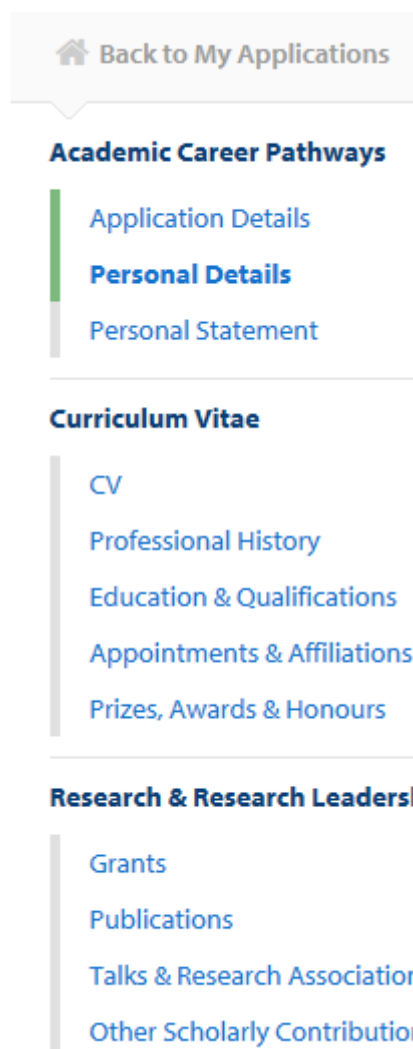
<https://irs.hr.apps.cam.ac.uk/apply>

You'll be taken to the Raven login page as shown below.

Eligible academic employees will automatically have access to the ACP system. Should you find that you do not have access, you should contact your Faculty Committee Secretary or alternatively email ACP@admin.cam.ac.uk.



System navigation



Once you've logged in for the first time, click the button to start a new application.

Start a new ACP application

Please note that the sections that you are asked to complete will be tailored to the selections you make in the first screen, once you have started a new application. For example, the office you are applying for will automatically determine the appropriate number of references for that office.

On the left hand side of the screen, you will see a tab for each section of the application that you need to complete. They are colour coded as follows:

- Green indicates a section has been completed and saved;
- Grey indicates that the section has not been completed.

Mandatory fields are highlighted with a * and will need to be completed before you can save the tab and move the next tab. Where information is optional it will be will have the word optional in brackets and grey underneath. These will only need completing if they relate to your application.

Selecting from multiple positions

When an individual is undertaking a fellowship or another similar type of position, they will be granted leave from their substantive post and a second post will be created in the HR System (CHRIS). Should you be in this position when you start a new application, it will ask you to select which position is relevant for the ACP R&T scheme. This should always be the substantive position, i.e. if you hold an Associate Professorship, but you have been granted leave to take up a fellowship, you should select the Associate Professorship position for the purposes of the ACP R&T application.

Application details

The first page you will come across is the Application Details page, where you will be asked which office you would like to apply for. You should select the appropriate office from the drop-down menu. You are advised to discuss your application with your Head of Institution, and they will be able to offer advice regarding which office you may wish to consider applying for.

Things to note:

- If you are applying for an **Associate Professorships (Grade 10)**, you must indicate whether you want your application to be evaluated by reference to Option 1 weighting (research-weighted) or Options 2 weighting (teaching-weighted). Please refer to the Scoring section of the guidance for more information.
- If you are applying for a **Professorship (Grade 12), Professorship (Grade 11) or Clinical Professorship**, you will be asked to provide the proposed title for your Professorship/Clinical Professorship, should your application for promotion be successful (i.e. Professor of XX/Clinical Professor of XX). Your title should be relevant to your field, and you should discuss and agree the proposed title with your Head of Institution before submitting your application.

On the Application Details page, you will also be asked the following questions:

Is this application multidisciplinary?

Select yes if you believe your application is multidisciplinary, and ensure that your personal statement explains the multidisciplinary nature of your work and indicates the institutions which your work mostly concerns.

Are there contextual factors to consider? Select

yes if you would like to provide the details of any contextual factors. If you answer yes to this question, a separate section of the application form will be made available for you to complete.

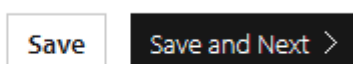
Do you carry out clinical veterinary work? If you

answer yes to this question, a statement will be required from the relevant Clinical Manager to provide comment on your role and the effectiveness of your contribution to clinical work, including postgraduate veterinary teaching and training.

Do you hold a clinical/NHS contract? If you answer yes to this question, a statement will be requested from the appropriate NHS Trust to provide comment on the effectiveness of your contribution to clinical work and postgraduate medical teaching and training. In addition, in the Service section of the form you will be provided with an additional box in which to provide details of your participation in regional and national committees, and bodies concerned with undergraduate and postgraduate medical education, and also details of your clinical duties. Please note, applicants for Clinical Professor will be automatically provided with the additional box under Service.

Saving your application

You can complete the online application form in any order you choose. Simply click on the tab of the section you wish to complete and click 'Save' before clicking on another tab. Alternatively, when you have completed a section, click 'Save and Next' to be moved automatically to the next section. You can save your application and return and complete it at a later stage.



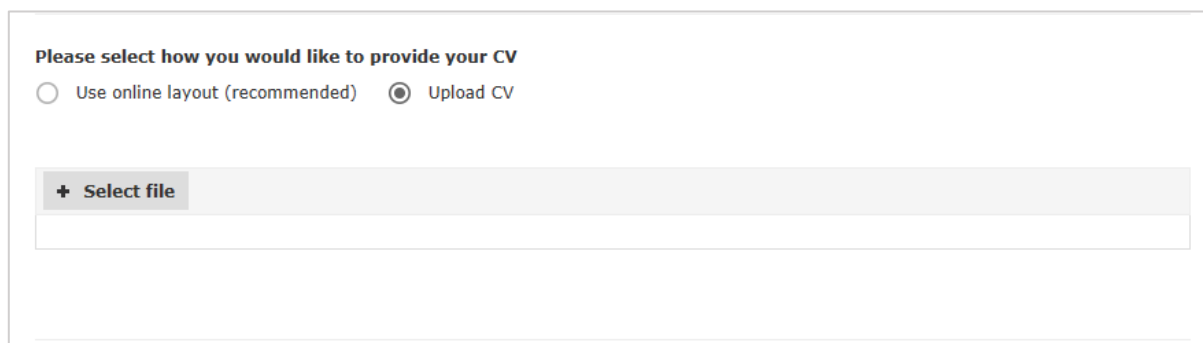
Please be careful when saving these pages. You may notice that red messages appear on some pages if you try to save without having completed some of the boxes. In these instances, simply enter a word or two to enable you to save, and you can then return to the page at a later date to complete the section. Below is an example of the message you might see.

Please provide your post docs or other researchers Please provide your post docs or other researchers



Uploading documents to your application

Within the ACP system, there are sections where you can either enter information directly into the system, or upload a document. If you upload any additional documents that have not been requested, we will not be able to consider these as part of your application. Where the option to upload a document is available, select the "Upload" option, as shown in the image below.

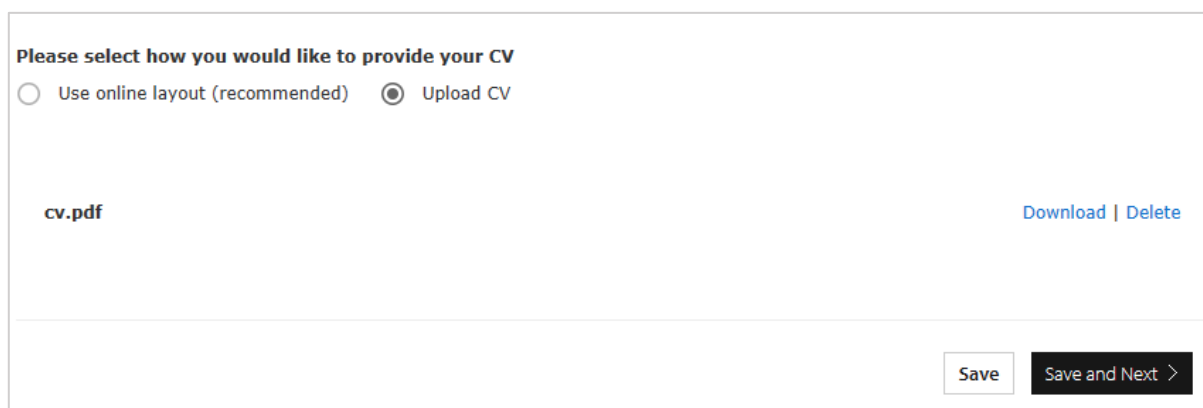


Please select how you would like to provide your CV

☐ Use online layout (recommended) ☒ Upload CV

+ Select file

You will then be asked to select the file that you wish to upload. Once the upload has been completed and saved, it will appear within the system, displaying the title of the document on screen. Once the relevant document(s) have been uploaded, you can save the section and move forward with the application.



Please select how you would like to provide your CV

☐ Use online layout (recommended) ☒ Upload CV

cv.pdf [Download](#) | [Delete](#)

[Save](#) [Save and Next >](#)

Please note: Documents can only be uploaded in PDF format. You will have a chance to review the converted document before submitting your application. Where possible, you should submit an original electronic document rather than a scan of paper document.

Please check the following before attaching your documents:

1. Files are not password protected;
2. Documents do not contain any macros or other executable code; and
3. Documents are not read only.

Otherwise, you may not be able to upload them or we may not be able to view your documents properly or consider them as part of your application.

Sections you do not want to complete

As you work your way through the various sections of the application form, you may come across sections that do not apply to you, and you therefore do not want to complete. This option is not available for all sections, however.

Grants: you will see the following options in the grants section. Select the answer as appropriate:

Please select how you would like to provide your grant details.


☐ I do not want to fill in this section ☒ Use online layout (recommended) ☐ Upload

Other Scholarly Contributions/Researcher Development: you will see the following option in these sections. Select the tick box if you do not want to complete these sections:

☐ Select box to mark as complete if you do not want to fill in this section

Submitting your application

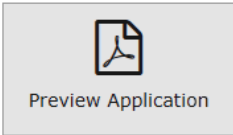
The final section, 'Submit', will list any fields that you have not yet completed and saved with the following symbol **✗**, as shown in the image below.

<div>Please complete all the sections Before submitting this form, you need to make sure that you have entered all necessary information. Sections which are already complete are shown below with a green tick. Sections with necessary information missing are shown below with a cross. Please return to these sections and make sure you have filled in all the necessary information.</div>	
Complete?	Section
✓	Personal Details
✗	Personal Statement
✗	Contextual Factors
✓	CV
✗	Grants
✗	Publications
✗	Talks & Research Associations
✗	Teaching
✗	Researcher Development
✗	Service
✗	Other Scholarly Contributions
✗	Referee #1

If you have completed all of the necessary information, a PDF copy of your application will be available to download and save prior to submission of your application. This feature provides the opportunity for further review of your application before submitting, and allows you to make any necessary amendments before final submission, and so you are strongly encouraged to do this prior to submitting your application. The PDF download can also be saved for future reference.

Please note: You will not be able to change your application once you have fully submitted it. If you are expecting any details in your application to change before the closing date for promotion applications, you may wish to delay your submission until this change has taken place.

When you are ready to submit your application, you will be required to read and agree to the Applicant Declaration on the 'Submit' page. This includes confirming the accuracy of the information you have provided and that you understand how this will be used and stored. To note your agreement, click in the box and then click on the 'Submit Application' button at the bottom of the page.



Preview Application

The information entered into this system is held securely and confidentially within the parameters of relevant data protection legislation, and access to different parts of the system is restricted as necessary to applicants and those with a legitimate role in the academic promotions pathway scheme (for example as a referee, a committee member or an administrator of the scheme).

Further information about the operation of the academic promotions pathway scheme is published at and further information about the University's use of your personal data as a member of staff is published at [how we handle your personal data](#)

☐ I note the information given above

Submit Application

Once you have submitted your application, you will receive both an on screen acknowledgement and email confirmation. If you do not receive either of these acknowledgements, please contact either your Faculty Committee Secretary or email ACP@admin.cam.ac.uk.

The system will then direct you to the 'My Applications' page. Your application status should now be showing as 'Submitted'. You can print a PDF of your application by clicking on the 'Download Application'.

Your application has been returned to you

Once you have submitted your application, it will be sent to the Faculty Committee which will be assessing your application. In the first instance, the Faculty Committee Secretary will review your application. During their review, they may identify sections of your application that they think require further attention, and so return your application to you. If they do, you will receive an email to inform you of this, and it will include a link to the portal. Once you have logged back in, you will see the following:

Current Application

Promotion Type	Last Updated	Status	
Professor (Grade 12)	10-Aug-2023 15:24:47	RETURNED	Continue Download

Academic Career Pathways	
Application Details	
Personal Details	
Personal Statement	
Contextual Factors	
Curriculum Vitae	
CV	
Research & Research Leadership	
Grants	
Publications	
Talks & Research Associations	
Other Scholarly Contributions	
Teaching & Researcher Development	
Teaching	
Researcher Development	
Service	
Service	
References	
Referee #1	
Referee #2	
Reserve Referee	
Review	
Review & Submit	

Select continue in order to open your application. You will see a menu on the lefthand side of the screen (see left) – those with orange highlighting next to them indicate the sections which have been returned to you, and so are available for editing.

Select the orange sections, and make any edits as required. If the Faculty Committee Secretary has provided comments on specific sections, these will appear at the top of the page.

Once you have finished your edits, you can return to the Review & Submit page, and select submit application to send the amended version back to the Faculty Committee Secretary. Please ensure you make any amendments promptly, and return your application as soon as possible.

